



MINUTES
Ad Hoc Committee
on the
City Market
Tuesday, March 28, 1995 - 1:00 P.M.
Tenth Floor Conference Room

Call to Order:

The meeting was called to order by Chairperson Beal at approximately 1:10 p.m.

Members Present:

Councilmember Beal
Councilmember Jones

Councilmember Benavides has declined to serve on the Committee because of his pressing scheduled. He will make a determination as to whether to appoint someone else to the Committee.

Ex Officio: **Greg Koessel, Internal Audit**
 Liza Estlund-Olson, Mayor's Special Assistant

Others Present: Carol Shull, Member of the Public
 Robert Bennett, Member of the Public
 Bonnie Bennett, Member of the Public
 Sally Potter, City Market
 Bob Johnson, Mayor's Office
 Paul Scott, Citizens for a Better Lansing
 Don Grigg, City Market
 Doug Rubley, Finance Department

PUBLIC COMMENT:

Public comment is allowed during the course of discussion of each agenda item.

PURPOSE OF THE COMMITTEE:

Mr. Rubley commented on the report that was received by the Finance Department from the Internal Auditor. He will come back and answer questions of the Committee in regard to Mr. Koessel's findings. The Finance Department does have a response to all of these items that have been written up.

Councilmember Jones indicated that it was important that the financial policies of the City are complied with by the City Market.

Purchasing Department has been in contact with the Market in terms of following the rules.

Purpose of the Committee. The purpose of the Committee is to establish the parameters of the Market from an operational and budgetary stand point and in regard to financial issues.

Mr. Koessel provided an historical overview regarding the City's involvement with the City Market. City Council can establish the operational, rental fees, parking and other policies. A budget can be tailored to meet the operational goals established by the Committee. The goals need to be defined.

Management and Personnel matters. Mr. Koessel reported that the Charter precludes Council from having this authority. This is the Administration's responsibility to chooses the staff that can meet the goals established by the City Council.

Staffing of the Market is a City Council issue in terms of the number of employees. Council makes this determination via funding and appropriation, which is usually done through the budget process. Currently there are 4

employees at the present time. Per Ms. Potter one employee will be reassigned to do strictly entertainment. These two individuals are part time/seasonal.

Mr. Koessel spoke to the issue of the contracts. The contract assists in managing the funding.

Purchasing System/fiscal package was discussed. Ms. Potter indicated that it takes approximately 45 minutes per month to handle the purchasing/financial aspect of paying bills at the market where she personally walks over to the Finance Department to enter the information into the computer.

Parking revenues are good. All of the revenues that the City market expects to have this year, are currently budgeted at this time.

Paul Scott: Spoke to the parking revenues in regard to previously being earmarked for entertainment and how the previous market manager was much more in tune to the what going on in terms of the policies of the City.

ESTABLISH COMMITTEE PROCESS TO IDENTIFY ISSUES AND POSSIBLE SOLUTIONS:

The Committee approved review of the following issues/2-0.

- 1) Committee Limitations
- 2) Mission
- 3) Contracts
- 4) Hours/Days
- 5) Vendor Rules --
Vendor Organizing and Rights
Management Rights
- 6) Community Involvement/Volunteers

- 7) Competitive Bidding
- 8) Payment System
- 9) Budget Accounts
- 10) Leases
- 11) Composition Plan/West Wing
- 12) Long Range Plan
- 13) Line of Authority
- 14) Historical Site.

Issues may be added on in the future.

Appropriation Necessary - approximately \$46,000.

Discussion regarding promotional costs. Councilmember Jones inquired as to what percentage of the total budget was used for promotion of the market.

General discussion regarding the amount of the City subsidy.

PRIORITIES FROM THE ISSUES:

Contract Issue

Budgeting the Remainder of the Subsidy

Leases

Mission

Hours

NEXT MEETING:

Thursday, March 30, at 1:00 p.m.

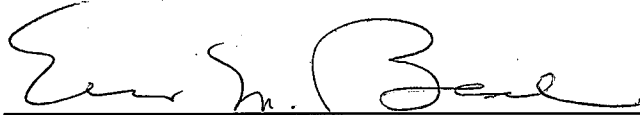
The City Attorney will be invited to the next meeting to explain his written opinion.

ADJOURN:

2:10 p.m.

Prepared by Francesca E. Knot
Senior Legislative Assistant

Approved by the Committee

A handwritten signature in cursive script, appearing to read "Ellen Beal", is written over a horizontal line.

ELLEN BEAL, Chairperson

Ellen -- Committee Report:

Transfers: See attached Resolution

Update on Seven Block - Process ongoing. Update/Status to be submitted to WM in one month.

Jim's Tiffany Property - Update from the Planning Department and Report from Donna Wynant in one month. Find \$ for consultant -- Doug Rubley to report back.

Lansing Center Community Use Policy - Report out.
Reassignment/Cancellation portion to be revised.

Estimated and Actual Expenditures - Report Received from Doug Rubley.

Lansing Housing Commission - Report Submitted on the status of insurances, inspections and payments to the City.

Lansing Police Reorganization - Pending.

Memo regarding IRS 415 Limitations - Received.